



Waukesha County Department of Parks and Land Use

Waukesha County Cropland Rental Bidding Process

September

An official public notice will be posted in the Waukesha Freeman once weekly, over a two-week period. Also, it will be posted on the Land Resources Division (LRD) web page at www.waukeshacounty.gov/ag . Complete the online bid form, print it and sign it, then submit it to Waukesha County as directed on the form. Sealed bids are due approximately two weeks after publication at the time stated in the notice. If you are interested in receiving public notices in the future, please send your request to kdoyle@waukeshacounty.gov .

October

A public bid opening will be held in the Waukesha County Administration Center, room 260. A summary of all the bids submitted will be emailed to anyone that has submitted a bid. Any questions will be researched and resolved. The Waukesha County Department of Parks & Land Use reserves the right to reject any or all proposals, or may accept the proposal most advantageous to the County.

November

LRD staff will schedule an appointment with the potential lessee. At this meeting, we will review the Waukesha County Cropland Conservation Standards, review terms of the lease, and obtain a signature on the lease.

February

Invoices are sent for the one-third down payment for the annual rent due on or before March 1st. Also due at that time is a Certificate of Liability Insurance of at least \$500,000.00. Please contact your insurance company and have them email the certificate to kdoyle@waukeshacounty.gov .

How can I find out more information about this process?

For questions or comments, please call the Waukesha County Department of Parks and Land Use, Land Resources Division at **(262) 896-8306**.